



Mayor Michael B. Coleman

HR CONNECTIONS

A NEWSLETTER FROM THE DEPARTMENT OF HUMAN RESOURCES

QUARTERLY

Extra, Extra Read All About It

HR WEBSITES:

Be sure to visit the Human Resources Internet and Intranet site for the latest information on training opportunities, EEO, Labor Relations, Employee Benefits/Risk Mgmt, and Employee Resources

(Internet)

www.cityofcolumbus.org

(Intranet)

[Http://intranet/Agencies](http://intranet/Agencies)
Human Resources

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Did You Know?

Your benefits plan may pay to cover damages for personal injury when another party is liable?
See Page 3.

A Message from the Director:

Welcome to the June 2002 edition of H.R. Connections!

With the arrival of the month of June comes visions of rapidly approaching summertime activity including events like picnics and barbecues to delight our taste buds. While we are privileged to be able to attend, and in many cases host, events like this, there are those in our community who are not always certain of the source of their next meal. Because of this unfortunate fact, June has been designated as Operation Feed month throughout the City of Columbus. In conjunction with the Operation Feed Campaign, fund raising efforts are underway in virtually every City department. Our Citywide goal is 65,000 meals. Department coordinators should contact Tina DeFluiter at 645-5960 to obtain any additional materials they may need or to address any other questions concerning the campaign. Thank you in advance for your continued support of this worthwhile and necessary endeavor. I'm sure with your assistance we will achieve if not exceed our Citywide goal.



Domestic Violence is one of the most prevalent crimes in our community. These crimes tear at the fabric of our society. But they also impact the workplace in very real and tangible ways. By implementing appropriate policies, heightening the awareness of the issues and providing access to community resources to address the problem of domestic violence we make the City of Columbus a better and safer place to work. With this in mind, on May 13, 2002, Mayor Michael B. Coleman announced the City's Domestic Violence Awareness initiative with the signing of the revised Workplace Violence Policy.

Finally, the operations review process initiated by the Administration with assistance from the Public Strategies Group, identified the fact that for every City department there was a different procedure being used to select employees to fill existing vacancies. To address this issue a design team was chartered and given the mission of simplifying the hiring process Citywide. The design team developed a new system that establishes a hiring process that is the same for every City department, reduces the number of forms, eliminates unnecessary approvals and utilizes available technology resources to streamline previously cumbersome parts of the process. In addition, the "Human Resources Best Practices" design team, developed guidelines to be used in the interviewing and selection process in order to promote consistency, accountability and legal compliance. The efforts of both design teams have resulted in the creation of a City of Columbus Hiring and Selection Guide, which is slated for implementation June 17th. Although the guide is a joint product of the Civil Service Commission and the Department of Human Resources, it exists in large measure because of the efforts of those who participated on the respective design teams. A huge thank you and congratulations goes out to all who contributed. This is one more step toward achieving greater efficiency and enhanced customer service delivery. Together we continue to strive to be the best city in the nation in which to live, work and raise a family.

Chester C. Christie, Director, Human Resources

SUMMER IS HERE!

The Public Service Department's advice on heat stress & sun protection

By Sylvia Watson

Now that summer is just around the corner, it's time for an overview of sun exposure and heat safety. It is very possible for someone to become seriously ill if exposed to extreme heat. Increased physical activity, humidity, clothing, age, body weight and health are all factors that can burden the body in summer heat. Sweating cools the body but also results in water loss. This loss needs to be replaced with 8 oz of water every 20 minutes. If no attention is given to a heat related illness, it can become serious in a short period of time. Along with heat stress, overexposure to the sun's ultraviolet radiation (UV) can cause skin cancer and permanent damage to our eyes. This includes tanning. People who work outdoors have a 60-percent greater risk of developing skin cancer. UV rays are released throughout the day (even cloudy days) but are strongest between 10 a.m. and 3 p.m. Some heat related illnesses to be aware of are:

HEAT RASH - Sweat ducts become clogged and a skin rash appears. Treat with good hygiene, and use talcum powder or cornstarch.

HEAT CRAMPS - Painful muscle spasms usually begin in the arms, legs and abdomen. Rest and drink plenty of fluids. **DO NOT TAKE SALT TABLETS!**

HEAT EXHAUSTION - Nausea, dizziness, paleness, and clammy moist skin, plus a general weak feeling or fainting. Rest in a cool place and drink plenty of fluids.

HEAT STROKE - The body's cooling system shuts down. Symptoms include a weak pulse, high temperature, hot dry skin, nausea, dizziness, or confusion. Get medical attention. Call 911.

TO HELP PREVENT HEAT RELATED ILLNESSES



- Increase fluids regularly (avoid beer, alcohol and caffeine). Don't rely on thirst as an indicator for fluid replacement
- Keep a healthy body
- Wear lightweight, light color clothing
- Take breaks regularly
- Do heaviest work early in the day
- Use common sense when working in heat



TO HAVE FUN IN THE SUN, PLEASE REMEMBER TO....

- Apply a sunscreen with a Sun Protection Factor (SPF) of at least 15 to exposed areas thirty minutes before going out in the sun. Reapply every 2 hours
- Wear light colored clothing that covers the body.
- Wear a wide brimmed hat
- Wear sunglasses that filter out UVA and UVB rays.
- Avoid peak hours 10 a.m.-3 p.m.
- Limit your time in the sun
- Look for shade

EMPLOYEE BENEFITS

The City's Subrogation Provision

Subrogation applies when the City of Columbus pays benefits for personal injuries and accidents when you can recover damages from someone else. The Plan is subrogated to any right you may have to recover from another, his/her insurer, or under any "Uninsured Motorist", "Underinsured Motorist", Medical Payment", "No-Fault" or other similar coverage provisions.

- You are responsible for notifying the Claims Administrator promptly of how, when, and where an accident occurred that resulted in personal injury to you. Or, you may receive a subrogation questionnaire to complete.
- Send the Claims Administrator copies of the police report, or other papers received in connection with the accident.
- Cooperate with the Claims Administrator in the investigation, settlement and protection of the Claims Administrator rights.

If an employee recovers damages, the employee must hold the funds in a trust to reimburse the City plan to the extent of payments made. Please refer to your benefit booklet for specific provisions or contact Risk Management at 5-8065.

Drug Free Workplace Training

This year's Drug Free Workplace Training will begin in July. All employees will attend Drug Free Workplace for Employees. In addition to this basic course, all supervisors will attend an additional course specifically for supervisors. The employee course will speak to substance abuse prevention, the impact of substance abuse on the family and the benefits of a drug free workplace. The course for supervisors will provide information on the reasonable suspicion policy and procedures. For more information, please contact Winn Sapp at 645-4083.

City Computer Software Instructors Seeking Certification



Currently the City's software instructors are taking classes to become Microsoft Office User Specialist (MOUS) certified. Congratulations to Bill Kessinger of Technology who was recently certified in Microsoft Access, Excel, Word, Outlook and PowerPoint.



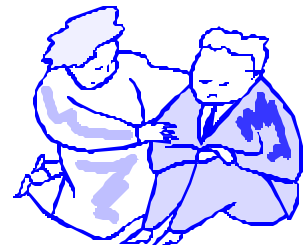
WORKPLACE VIOLENCE— DID YOU KNOW?

? One out of four women in central Ohio will be physically abused by an intimate partner in her lifetime.

? Children who witness violence at home are just as affected as children who experience abuse themselves.

? 78% of Human Resource professionals say that domestic violence is an issue in the workplace.

? Family violence can occur in many ways: child abuse, domestic violence, or elder abuse.



If you are being affected by family violence, or you know someone who is, call your City EAP at 645-6894, or CHOICES at 224-4663.

CITYWIDE TRAINING

Sixth Annual Health Benefits Fair was a Huge Success !!!

The Sixth Annual Employee Health/Benefits Fair was held in May at the Columbus Health Department. Hundreds of employees attended a reception of over 60 vendors offering free glucose screening, free blood pressure screening, benefit information, prizes, discounts, and much more.

Special thanks go out to the Benefits Fair committee, the Health Department, Recreation and Parks and Facilities Management for their cooperation, hard work and a job well done.

Benefits Fair committee: Regina Britt, Bernie Beauchamp, Deb Frame, Lisa Howard, Lisa Callander, Tina DeFluiter,
Health Department: Karen Murphy, Dan Albert, Larry Thomas, Art Jackson,

The winners of door prizes are:

Care Works:	Kathy Dandria, Paul Harris
Power Shack:	Angie James, Tim Sellers, and Aritha Peaks
Sam's Club:	Saundra Peoples, Klara Bergman, Sheryle Turner, Renea Hushnor, Linda Young, Lisa Howard
Edward Jones:	Dawn Kramer, Saundra Peoples
Vision Service Plan:	Bernie Beauchamp
BJ's Wholesale:	Samra McCuen, Chuck Payne
Deferred Comp:	Duane Young
CNA:	Kim Carson
OSU:	Kathy Kerr
Tuition Trust:	Isabella Treece

EEO on the Significance of Diversity

Statistics show that by the year 2005, 85% of those entering the workforce will be women, people of color, and immigrants. A rapidly changing workplace and consumer market drive the importance of diversity. As we progress into America's new century, the faces of employees in the workplace are constantly changing. A diverse workplace enables companies to better understand and relate to diverse internal and external consumers. The latest research indicates that diverse teams in the workplace produce better solutions.

For these reasons, the City of Columbus supported the Columbus Urban League's 27th Annual Equal Opportunity Day Conference in May.

IMPORTANT PHONE NUMBERS

United HealthCare.....	1-800-681-3849
Medical, Rx Drug, Pre-certification	
Mail Order Rx Drug.....	1-800-681-3849
Nurseline.....	1-877-365-7922
Anthem Blue Cross/Blue Shield	1-800-282-1730
Vision Service Plan	1-800-877-7195
CNA Life Insurance	
Life:	At work employees contact Division Payroll Department.
	Terminating employees, call Risk Management to convert within 31 days of terminating City employment
CobraServ.....	1-800-790-9056
COBRA: Continuation Benefits	
CareWorks.....	1-888-899-1232
Workers' Compensation Managed Care Organization	
Anthem Life	
Short term disability. Complete forms through Division payroll.	
AFLAC.....	614-761-1342
Pre-tax benefits. Dependent child care	
Colonial Life.....	614-882-9307
Voluntary insurance options	
Employee Benefits/Risk Management.....	614-645-8065
Deferred Compensation.....	1-877-644-6457
Citywide Training Hotline.....	614-645-7733

Ohio Public Employees Deferred Compensation Program

**Please update your records to
show the new telephone
numbers for Deferred
Compensation as
1-877-OHIO457
or
1-877-644-6457
The Internet website
address is:
www.ohio457.org**

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